



















## Land Use Application Toolbar Buttons

	Certify Crop Report		Merge Polygons
	Toggle Form		Circle Inclusion
	Zoom In		Measure Tool
	Zoom Out		Delete Measure Graphic Tool
	Pan		Add Imagery
	Previous Extent		Print Report
	Next Extent		Send Data to Sys/36
	Select Features		Toggle Label Color
	Split Polygon		View Reports
	Polygon Inclusion		

## Helpdesk Procedures

To request support contact the FSA Helpdesk at 1-800-255-2434.

Please provide the helpdesk with the following information.

1. What version of the application are you using?
2. Are you having a problem with the data loader?
3. Are you receiving a specific error message?
4. Can the error be reproduced?

For training, video clips, application user guides and other useful information, please refer to the FSAGIS web site at <http://fsagis.usda.gov/fsagis>.

## Do's and Don'ts

Complete all Maintenance edits prior to crop reporting with the Land Use Application.

Multiple users should not be reporting within the same Farm/Tract combination.

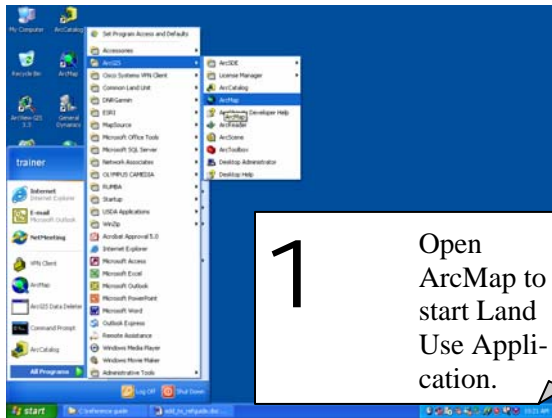
Make sure all subfield splits and inclusions are done on a field before reporting on that field.

You can only revise a report once the initial report has been sent to the System 36.

Users should ensure that all field numbers within a tract are unique, with the exception of fields numbered zero. If a tract contains non-zero duplicate field numbers, the user should correct those field numbers using the maintenance tool.

Compress the database daily or when the system slows down. To do this use the ArcGIS Data Compressor (Start—> All Programs—>USDA Applications—>Common Land Unit—>ArcGIS Data Compressor. )

# Workflow



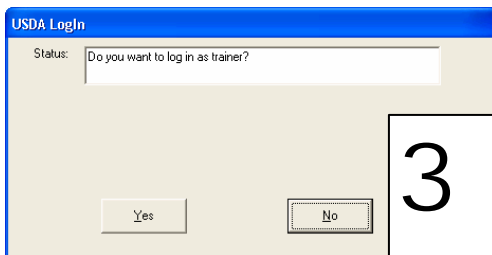
1

Open ArcMap to start Land Use Application.



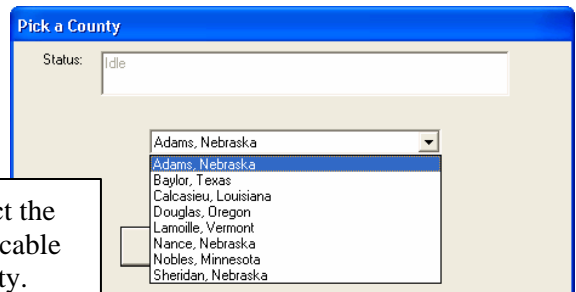
2

Select Crop Reporting to start Land Use Application.



3

Answer "yes" to log in to the database.



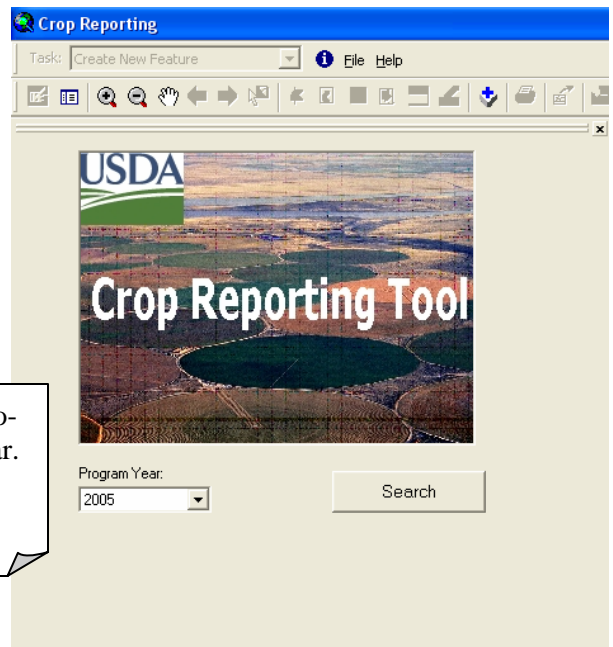
4

Select the applicable county.



5

Log in to the AS/400.

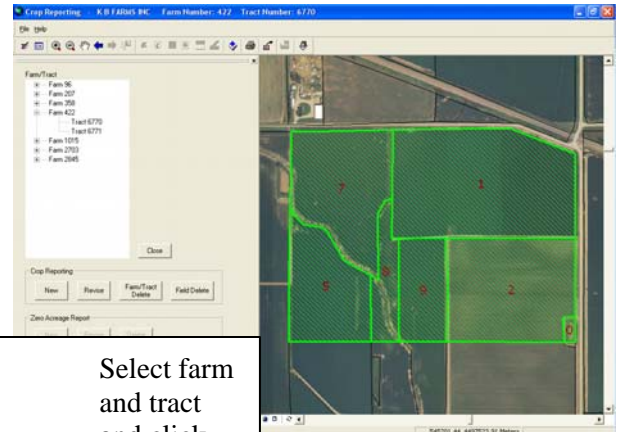


6

Select Program Year.

7

Search SCIMS for producer.



8

Select farm and tract and click "New" to start report.

After clicking 'Save' you will receive the below confirmation

9

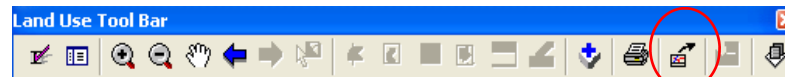
Enter crop information, shares, deductions and then click save.



Certify Uncertified Crops

Farm: 1015

Crop  
☒ ALFALFA  
☒ TURN AREAS



10

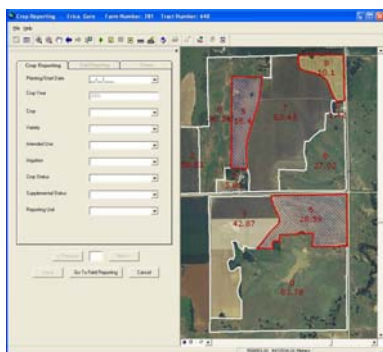
Click "Send" to send crop report to AS/400.

11

Select certify on tool-bar and pick crops to certify.

# Tips

Red and blue outlines for fields that have already been planted only show up for 24 hours after reporting a crop for that field.



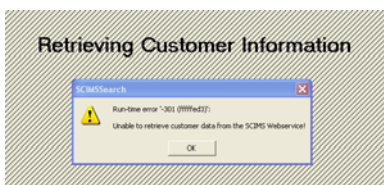
A new Crop Reporting Summary Report can be generated for different farms or tracts by selecting a farm/tract from the tree and then clicking “Create Report” while the “Reports” window is open.

On revise, first select the data to revise, click “continue”, then you can opt to deselect fields that you don’t want to be part of the revision before clicking “revise data”. Otherwise all fields within that report will be revised.

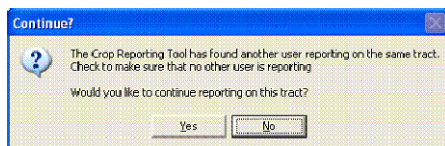


If a user is prompted continually for a login and password when trying to access the AS/400, try logging in directly to the AS/400 to make sure the password has not expired.

If you experience an error using SCIMS, you may need to close the window and try again.

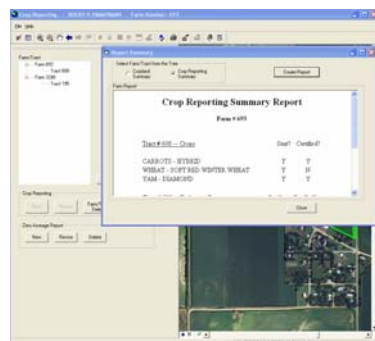


If a user receives a message prompting them that another user is currently reporting on the same tract, the user must check to make sure no one is actually attempting to report on this tract before continuing. Otherwise, the user can continue reporting on the tract.

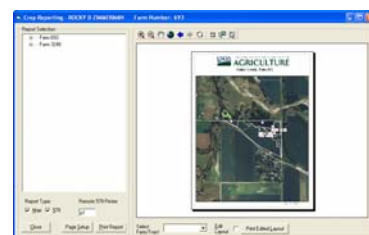


If there are existing crop reports on a tract that have recently been edited using the maintenance tool, the changes made using the maintenance tool will not show up in the land use application unless all crop reports for the tract in question are deleted.

Zero-Acreage Reports can only be seen on a Crop Reporting Summary Report if a farm is selected on the Farm/Tract tree. Zero acreage reports cannot be viewed at the tract level since they are reported at the farm level.



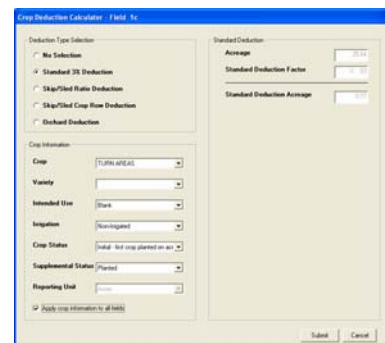
On the print screen, the “Print Report” button will print the standard map layout. The “Print Layout” button will print exactly what you see in the layout window (including any label edits you have made). To make label edits, you must check the “edit layout” checkbox. To print these modifications, you must then uncheck this checkbox.



When sending data to the system 36, wait for a confirmation that all records have been sent before closing the application.

On certain occasions when certifying records, two different “send to system 36” processes can occur. You need to wait for both of these processes to complete.

On deductions, the “Apply crop information to all fields” checkbox will only apply the crop information to all fields. It will not apply the deduction type or any other deduction values. You must explicitly select a deduction type for each field.



If a user is going to delete a producer from a particular farm that has a share in a reported crop the user must revise the share of the producer who is going to be deleted to “0”. If the user deletes the producer before changing his or her share, the shares for the crop in question can add up to more than 100%.